

TEXTBOOK PROCUREMENT GUIDANCE

The *Code of Virginia*, § 22.1.241, exempts the purchase of textbooks approved by the Board of Education for use in public schools from the Virginia Public Procurement Act (§ 2.2-4300 et seq.). Local school boards shall either enter into written term contracts or issue purchase orders on an as needed basis with publishers when purchasing textbooks listed on the DOE website. The unit price listed for each textbook is the current lowest wholesale price.

Textbooks should be ordered for delivery F.O.B destination with shipping charges prepaid and added to invoice. Local school boards are encouraged to specify the method of delivery or to include a statement on the order requiring the publisher to ship at the lowest and best rate based upon the actual weight of the textbooks and to attach a copy of the freight bill with all invoices. Consideration should also be given to ordering books for delivery to one central location as it should reduce the associated shipping costs.

In compliance with the *Code of Virginia*, § 22.1-238 et seq., the following three special terms and conditions must be included in all term contracts and purchase orders:

The publisher shall, for each textbook ordered, furnish an electronic file in the National Instructional Materials Accessibility Standards (NIMAS) format that will be deposited in the National Instructional Materials Access Center (NIMAC) from which accessible versions of the particular textbook may be produced for students with print disabilities. The publisher shall deliver the NIMAS file of the textbook on or before the date of delivery of the regular text version.

The publisher certifies that the textbook unit price appearing in the contract or purchase order is the lowest wholesale price at which the book or books are currently bid under contract anywhere in the United States or that the price to be charged has been reduced and is the same price as sold anywhere outside of Virginia. In the event the reduced price is permanent the publisher further agrees to notify the Virginia Dept. of Education to update its website with the new unit price.

The publisher shall, when applicable, offer the local school board the option of using any special or other edition of a textbook named in the contract or purchase order and adapted for use in Virginia and available at a lower price as sold elsewhere in the United States.

Procurement assistance and guidance is available from the VDOE by contacting the procurement director at 804-225-3576 or 804-225-3404. Any problems encountered with publishers or inaccuracy of textbook information posted on the VDOE website should be reported to the following email address: wiley.rowsey@doe.virginia.gov Suggestions for improvement in the way the data is displayed or on any other related item are strongly encouraged and welcomed.